

3.1 SPECIFICATION INFORMATION

3.1.1 GENERAL INFORMATION

1. In addition to the standard DPW page shown within this Manual (refer to "Unit Prices" Section 3.3) the following requirements shall be adhered to.
 - a. Only 8 ½" x 11" 20 lb. White bond paper. (Printed on one side only, for Masters)
 - b. In upper right page header: Section number, section name, number of pages per each section.
 - c. On lower left footer: revision of DPW provided spec section.
 - d. On lower right footer: DPW project number. (example: BI-RT-839)
2. At the schematic phase, an outline specification is required as a minimum. This must include a Table of contents, a delineation of the products to be used, including a brief description of each, and the proper CSC five digit section number. Refer also to "Schematic Design Phase Checklist" Section 2.5.2 this manual.
3. The Design Development phase will require, as a minimum, a Table of Contents, the start of development of the page format for all Division 1 sections. It should not be limited to the inclusion of typical sections but shall include major headings for materials and systems Refer also to "Design Development Phase Checklist" Section 2.5.3 this manual.
4. The Contract Documents phase required a complete specification. It shall include a Table of Contents, all Division 1 sections (modified as necessary) all Technical Sections, unit prices (if necessary) and supplementary bids (if necessary). The Division 0 sections will be provided by DPW and should not be provided by the Consultant.
5. The use of the State version of the CSI format is mandatory.
6. If a product is identified in the specification by brand name and manufacturer, three such products and their manufacturer must be named.
7. For single source specifications (must have written DPW approval) refer to "Single Source Specifications" Section 2.4.5 for approval process in this Manual.
8. List of specification items available in electronic format (or future web access):
 - a. "General Requirements" (Division 1) – available in both a short version (for smaller projects) and a long version (for large projects). The long version has each section as a separate document.
 - b. "Contract forms and Conditions of the Contract" (Division 0) – is available to the Consultant for coordination information, however the DPW Bidding and Contract section will insert this information in the Contract Documents just prior to bidding.
 - c. "Elevator Agreement" Section 14245 – a sign off agreement by the Contractor that shall be included in the bid documents that any diagnostic device for the elevators installed or repaired shall not have an expiration date and shall be turned over to the State of Connecticut.
 - d. Sample Table of Contents
 - e. "Subsurface Investigation Reports" (Information Document #2) – for introduction to any subsurface reports.

Additional information about the specification format may be obtained by contacting the Chief Architect at the Department of Public Works. Telephone (860) 713-5630.